

Operation Soft Spot

**CIA INTERNAL USE ONLY**

0417

11 AUG 1959

STAT MEMORANDUM FOR:



SUBJECT: Management Staff Moves

1. The following timetable has been established for the moves which, I understand, have been discussed between you and Mr. [redacted]

STAT

a. The move to 16th Street will take place on Saturday, 15 August. All telephone work should be completed by the end of that day so that we can be in business the following Monday.

b. The moves affecting space in 1700 Wing, Quarters Eye will occur Monday, 17 August during working hours. Some of the telephone work will have to be done simultaneously with the move. However, we expect only minimum disruption of service.

2. Please have your people mark their furniture and equipment according to the new locations. For the 1700 Wing moves it will be necessary to mark only the heavy pieces (desks, safes, etc.) which will be moved by laborers. However, for the 16th Street move, every piece will have to be marked except small articles packed in moving boxes. The boxes of course will also be marked.

STAT 3. [redacted] will coordinate the moves. I suggest that your people refer to the floor plans he has before they mark their equipment. For those moving to 16th Street he also has a brief instruction sheet.

STAT



Chief, Management Staff

**CIA INTERNAL USE ONLY**



*File*

STAT


May 29, 1959

STAT

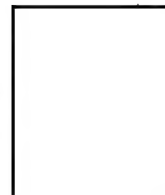
MEMORANDUM FOR:



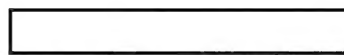
*4/1/59-*

In my absence, June 1 through June 8, 1959, Mr.  will  
act as Chief of the Management Staff.

STAT  
STAT



Signed



Chief, Management Staff

STAT

*6:10:00-000*